

Local Scope of Work
Between
The University of Texas at Austin
And
Anthony Travel, Inc

This Local Scope of Work made and entered into as of May 20, 2013 is by and between The University of Texas at Austin with its principal contracting office located Inner Campus Drive – Main 303, Austin, 78712 (herein referred to as “UT Austin”) and Anthony Travel, Inc. with its headquarter offices at 7920 Belt Line Road, Suite 1010, Dallas, Texas 75254 (herein referred to as “ATI” or the “Agency”). This Local Scope of Work is incorporated into the Preferred Supplier Agreement (hereinafter referred to as the “Agreement”), which is a separately executed Agreement between The University of Texas System (hereinafter referred to as “UT System”) and the Agency. The purpose of this Local Scope of Work is solely to identify service needs specific to UT Austin. The Agreement identifies all other services, terms and conditions.

1. Agreement Period

Provided under the Agreement between UT System and the Agency, the term of this Local Scope of Work will be for the period commencing May 20, 2013, and terminating on January 1, 2018, unless otherwise stated in Section 34 of the Agreement. All provisions of the Local Scope of Work will remain in full force should this Local Scope of Work be extended, unless this Local Scope of Work is superseded and restated at the time of extension.

2. Travel Authorization Code/Types

The Agency agrees to enter a travel authorization code into each PNR for all centrally-billed transactions. As applicable, the Agency agrees to provide each branch manager, agent and support agent desktop access to World Wide Web for the sole purpose of accessing the UT Austin travel authorization on-line.

UT Austin will provide Agency with access to OASYS for viewing electronic travel authorization. OASYS is used ONLY by the contracted travel agencies.

The Agency agrees:

Each individual that requires access to OASYS must agree to request a UT Official Visitor EID: https://idmanager.its.utexas.edu/eid_self_help/

Provide U.T. Austin with the individuals name, email address and UT EID for access to be established. It will take approximately 7-10 days for UT Austin to finalize access to OASYS.

The Agency is responsible for **travel rule compliance** of UT Austin’s Request for Travel Authorizations (RTA) types, noted below:

- Electronic RTA, VE5 (Request for Travel Authorization)
 - ✓ Traveler/arranger gives agent **Document ID** number.
 - ✓ Agent views via UT Austin’s OASYS.
 - ✓ **Travel rule compliance:**

- RTA traveler name matches itinerary name
 - Itinerary cities match RTA destination cities
 - Itinerary travel dates can be 1 day on either side of RTA dates
 - RTA notes at least one UT account number
 - DO NOT issue transactions that note "No Cost to UT"
 - RTA must be in APPROVED status prior to ticket issuance
 - Departments are required to contact Travel Management Services to approve ticketing of RTA's not in Final Approved status
- ✓ Agent adds TV number to the PNR Statement Information Field.
Exact Format Required: Jones/Tom*TVxxxxxxx
- Manual APS (Authorization for Professional Services)
 - ✓ Department **must fax or scan** copy of APS to the Agency.
 - ✓ **Travel rule compliance:**
 - APS traveler name matches itinerary name
 - If "Blanket Order" – Agency must also require a name list attached
 - Itinerary cities match APS destination cities
 - Itinerary travel dates can be 1 day on either side of RTA dates
 - APS notes at least one UT account number
 - APS must have at least one departmental signature
 - ✓ Agent adds APS and departmental account number to the PNR Statement Information Field.
Exact Format Required: Jones/Tom*APSxxxxxxxxxx
- Electronic PBS (electronic version of APS – cannot be viewed in OASYS)
 - ✓ Department **must fax or scan** copy of PBS to the Agency
 - ✓ **Travel rule compliance:**
 - PBS traveler name matches itinerary
 - Itinerary cities match PBS destination cities
 - Itinerary travel dates can be 1 day on either side of RTA dates
 - PBS notes at least one UT account number listed under the Centrally billed Airfare category
 - PBS must be in APPROVED status prior to ticket issuance
 - ✓ Agent adds PBS P.O. number to the PNR Statement Information Field
Exact Format Required: Jones/Tom*2013GXXXX
- Manual Letter of Authorization (LTR)
 - ✓ Department **must fax or scan** copy of LTR to The agency.
 - ✓ **Travel rule compliance:**
 - LTR traveler name matches itinerary name

- If "Blanket Order" – Agency must also require a name list attached
 - Itinerary cities match LTR destination cities
 - Itinerary travel dates can be 1 day on either side of RTA dates
 - LTR notes at least one UT account number
 - LTR must have at least one departmental signature
 - ✓ Agent adds LTR and departmental account number to the PNR Statement Information Field.
- Exact Format Required: Jones/Tom*LTRXXXXXXXXXX

- Personal Credit Card:
 - ✓ ATI is required to obtain the RTA Document ID for full service & Concur
 - ✓ Agent adds Document ID to the PNR Statement Information field.

Exact format required: Jones/Tom*X0VE5XXXXXX

- ✓ ATI does not need to review the RTA in OASYS

3. Billing Procedures

All UT Austin paid airline and rail tickets issued by the Agency against UT Austin's central billing accounts must follow the procedures described below:

- Air or rail purchases ONLY.
- May not be used for hotel guarantees, rental car prepayments, overnight delivery or airline direct bookings without express, written permission from UT Austin.
- The Agency is required to provide a copy of the passenger invoice and manual (APS, PBS, LTR) Authorizations for each central billing transaction. Documents will be sent weekly to Office of Accounting Payment & Procurement Services at gvasquez@austin.utexas.edu

UT Austin will use separate State of Texas Mastercard accounts as follows:

- Managed Fee Transactions
- Out of Scope Fee Transactions
- Concur On-Line booking tool

Travelers can use their personal credit cards for transactions (full service and Concur) that do not require the use of the UT Austin central billing Mastercard. ATI is required to obtain the RTA Document ID and add it to the PNR statement information field but are not required to view the RTA in OASYS.

Monthly Data Transaction File of Centrally Billed Airfares

Agency agrees to send secured electronic file of all centrally bill transactions by date specified by UT Austin Office of Accounting the 2nd business day after the close of the credit card cycle date. The file will be sent to the Office of Accounting in accordance with their specifications.

UT Austin will provide specifications during implementation process.

Bad Account and Missing Items

Travel authorization numbers incorrectly entered into the PNR by the Agency's agents will result in a bad account and will require that the Agency retrieve the originally submitted travel authorization and compare the bad account with the actual account submitted in the requisition.

Travel air/rail expense appearing on UT Austin's central billing account statement and the Office of Accounting has not received the required invoice and ticket copy from the Agency: the Agency will provide the required invoice/copy of ticket and travel authorization.

When requested by UT Austin, the Agency will promptly investigate (within one (1) working day of being contacted) bad account charges and missing items incurred by the Agency for UT Austin paid travel issued against the central billing credit card accounts.

The Agency will be required to make payment to vendor via The Office of Travel Management Services on any items issued by the Agency for which back-up documentation is not provided within 60 days.

Non-SABRE transactions: The Agency will provide UT Austin with the invoice stating the actual cost billed to UT Austin's central billing account. The invoice should clearly state traveler name(s), destination, dates, cost and provide the appropriate University authorization.

4. Traveler Exception Processes

- Agency will provide advance travel date fare quotes via email or fax (as requested) when traveler/arranger provides documentation of a fare at least \$100 less than the agency quote. No past date fare quotes will be provided.
- First/Business class airfare **must** have approval from UT Austin/Travel Management Services prior to ticketing. Agency will direct traveler/travel arranger to exception request form: <http://www.utexas.edu/travel/>
This includes airline YUP type airfares that allow the traveler to be in the First or Business class cabin.

The UT Austin Office of Accounting Travel Policy does not allow ancillary fees to be centrally billed. Southwest Airlines Early Bird Check in must be paid by the traveler personally and reimbursement requested.

Office of Accounting Policy:

Reimbursement for Southwest Airline's EarlyBird Check-in fee is only allowed on local funds, but the cost of the airfare and EarlyBird fee combined must be less than alternative airfares. State funds may not be used to reimburse this ancillary fee. No other ancillary fee, including Southwest Airline's Business Select fee, is reimbursable on local or state funds.

- International Travel: UT Austin has a Restricted Regions Policy: <http://world.utexas.edu/risk/restrictedregions> in which travelers must request permission to travel to these destinations. The Agency agrees to advise the traveler/travel arranger that additional approvals may be required and direct traveler/travel arranger to the UT Restricted Regions website.
Agency does not need to obtain the traveler Restricted Regions approval prior to ticket issuance.
- Non-Refundable and/or Penalty Tickets

For non-refundable and/or penalty tickets, Agency will send email to traveler/travel arranger as applicable with the following subject line: Response Required: Unticketed Reservation (passenger name)/Will Cancel Date/Time
Pending Itinerary Will Note:

***** **RESPONSE REQUIRED*******

AIRFARE NOT GUARANTEED UNTIL TICKETED***

THIS ITINERARY IS NON-REFUNDABLE AND PENALTIES APPLY FOR ALL CHANGES. PLEASE REVIEW ALL OF THE INFORMATION INCLUDING - NAME, DATES, CITIES, FLIGHTS AND THE PRICE. **REPLY TO THIS EMAIL** WITH YOUR APPROVAL TO CONFIRM THAT YOU ACCEPT THIS ITINERARY AND PRICE. PLEASE NOTE THAT TICKETS WILL NOT BE ISSUED UNTIL APPROVAL HAS BEEN RECEIVED. AIRFARE IS SUBJECT TO CHANGE UNTIL TICKETED.

THANK YOU FOR CHOOSING _____.

TOTAL FARE FOR THIS ITINERARY IS _____ **

5. Passenger Name Record (PNR) Requirements

Agency will provide comprehensive itineraries (preliminary as well as final with e-ticket number) to include:

- Department/traveler account number
- Name of traveler
- Full flight schedule, ticket price, and cancellation/refund policy if applicable
- Seat assignment will be listed on itinerary for each flight
 - During reservation process agent is required to verbally advise travel arranger/traveler when seat assignments are not available for any flight that is part of a pending/confirmed itinerary, document having done so in the PNR, note information on itinerary and/or offer options as applicable.
- Hotel reservation details including room rate, confirmation number and cancellation information as applicable
- Car rental or ground transportation information including rate and confirmation number
- Visa/passport requirements for international travel
 - Visa and passport information will be verbalized to the caller when the reservation is made and documented in the PNR. Requirements will also be printed on the preliminary and final travel itinerary.
- Agency after-hours/emergency contact information
- Frequent flyer information as applicable
- Note in PNR history offer of lowest fare and refusal if applicable
- Information on UT System/Agency customer satisfaction survey
- Information on International SOS if applicable

6. PNR Tracking Information

- State contract exception codes when the State of Texas contract airline is not used
- Note if trip is business, conference or visitor
- Agent capture the department name, travel arrangers full name and phone number
- Agent capture the travelers UT Mail Code for reporting purposes
 - Obtain from person making the reservation (travel arranger or traveler)
 - U.T. Austin employee directory (www.utexas.edu)

7. Full Service and Concur Details

Dedicated agents, each with a minimum of five (5) years travel agency experience, will be assigned to the UT Austin Account. The number of dedicated agents will be based on mutual agreement between UT and Agency and will use a standard of 250 domestic transactions or 175 international transactions per month per agent for productivity.

Agency agrees to assign a Customer Service Manager who will act as Agency liaison for UT Austin travelers/planners and UT Austin travel program director and staff. The Customer Service Manager will provide the management reports as outlined in this Scope of Work.

Agency agrees to handle reservations requested through a web based Reservation Request Form.

Agency agrees to assist UT Austin with the integration and ongoing support of the Concur online booking tool by providing the necessary operational resources. This includes but is not limited to GDS data lines, personnel training, fulfillment staff and e-fulfillment processes, quality control software, technical support, and emergency help desk services during normal business hours.

Specific services:

- A local phone number and email address for Concur users. Requests for assistance requiring email correspondence or voice messages will be answered on average within two (2) business hours.
- Individual user support includes: Assistance with the use of and navigation within the online tool, assistance with retrieving forgotten passwords, establishing profiles, setting travel arranger privileges to authorize or delegate travel permissions and other assistance as appropriate.
- Site administrator support includes: assistance with changes to site configuration, wording and messaging; site use and navigation issues; assistance with documentation and training guides; liaison with online booking tool vendor technical support representatives and other assistance as appropriate. Site configuration changes require a written request and/or approval between the UT Austin Travel Program Director and Preferred Supplier.

Profiles for Full Service and Concur – Agency will honor, utilize and maintain profiles for all existing clientele. For new employees and/or travelers, agency will offer the following options for profile creation: 1) department provides a listing of travel arrangers along with listing of

authorized travelers. Agency provides web based profile link for travel arranger to complete profile on behalf of each traveler, or; 2) Agency provides web based profile link for the traveler to complete the necessary information.

8. Car Rental and/or Hotel Booking Requirements

A. Car Rentals

Car rentals for UT Austin travelers and official visitors shall be contracted in compliance with the University of Texas System Preferred Supplier Agreements with the following companies. Departments may have their own UT Austin Rate Identifier that allows direct billing. The department is responsible for advising the agency of the Rate Identifier.

Avis Rent A Car:

- UT System Agreement #UTSSCA4313
- UT Austin Rate Identifier: S828003

Budget Rent A Car:

- UT System Agreement #UTSSCA4313
- UT Austin Rate Identifier: R524103

Enterprise Rent-A-Car:

- UT System Agreement #UTSSCA4413
- UT Austin Rate Identifier: UTS005

National Car Rental:

- UT System Agreement #UTSSCA4413
- UT Austin Rate Identifier: UTS005

Hertz Corporation:

- UT System Agreement #UTSSCA4213
- UT Austin Rate Identifier: I989415

Agency will use the designated rate identifier number with applicable rental company to ensure UT Austin traveler is receiving the correct University of Texas System pricing and the approved insurance coverage. In the event that the UT System rental car vendors are sold out and a non-contract rental car vendor is secured, the agency is responsible for advising the traveler/travel arranger that the traveler must purchase the non -contract rental car vendor's additional Loss Damage Waiver/Collision Damage Waiver and liability coverage. This additional insurance coverage will be reimbursable to the traveler.

UT Austin allows 3 ways for travelers to pay for their rental car reservations:

- Personal credit card
- Departmental direct billing account. Department must give agency their unique rate identifier for use. Not all UT Austin departments have accounts.
- Central billing through Travel Management Services. Traveler must make confirmed reservations prior to requesting central billing.

B. Hotel Bookings

Hotel for UT Austin travelers shall be contracted using UT System or State of Texas rates when applicable/available.

Agency agrees to call hotels on behalf of traveler to secure state rate if not accessible in the GDS.

9. Deposits of Group Travel or Airline requiring Agency Check

There may be occasions when a vendor does not accept a credit card payment, for example a non-ARC consolidator transaction or a Southwest airlines group transaction. The Agency will need to purchase the product on UT Austin's behalf. The Agency must follow the billing procedures noted below:

The Agency will send an invoice to the requesting department. The department must have 7 working days to process the invoice payment through the UT Austin Office of Accounting Travel Section. The department will have a check processed in the name of Anthony Travel and in turn the Agency will process a check to the travel vendor.

10. Billing of Service Fee-Central Billing Accounts

The Agency will bill UT Austin for each transaction fee item daily via the ARC's Automated Miscellaneous Charge Order (MCO) program. UT Austin agrees to pay the ARC (Airline Reporting Corporation) 3.5% processing fee.

It is imperative that the ticket charge and service fee appear on the same monthly credit card statement to ensure proper UT Austin reconciliation and payment processing.

11. Billing of Service Fee-Personal Forms of Payment

For travelers who use a personal credit card for UT Austin reimbursed travel or for non-UT Austin paid travel, the service fee will be charged by the Agency to the individual's credit card at point-of-sale. UT Austin agrees that the ARC (Airline Reporting Corporation) 3.5% fee will be included in the transaction fee amount.

12. Billing Procedures For Management Fee

Agency agrees to return monthly any fees collected in excess of UT Austin managed fee allocation. UT Austin agrees to pay the agency monthly any managed fee amount not covered by the collected UT Austin internal service fees.

Monthly management fee statement for UT Austin shall include the following:

- Transaction summary showing per month totals for specific fiscal year
- Monthly revenue/expense statement
- Monthly agent salary statement
- After hours summary including the following for each call—
 - Caller and/or traveler name
 - Record locator
 - Time/date of call
 - Service provided
 - UT Austin RTA number authorizing travel
- List of commissions earned airline and PNR
- List of full service bookings
 - Passenger name
 - Record locator
 - UT Austin RTA number
 - Ticket cost
- Car Report (by individual car company) to include:
 - Summary statement
 - Number of rentals by company
 - Total spent per company
 - Commission earned
 - Detailed report to include:
 - Traveler name
 - Department Mail Code
 - Record locator
 - Car company name
 - Car type
 - Rental city
 - Rental date
 - Total cost of rental
 - Confirmation number

- Hotel Report to include:
 - Summary statement
 - Total number of hotel reservations booked
 - Top five hotel chains and total spent per each
 - Commission earned
- Concur Summary to include:
 - Total number of bookings
 - Fees per booking
 - Percentage of total bookings (online and full service combined)
 - Commissions earned
 - List of individual bookings to include:
 - Passenger name
 - Record locator
 - UT Austin RTA number
 - Ticket cost
 - Commission earned

Additional Management Fee Reports/Information:

- Using transaction fee from 2011-2012 fiscal year UT Austin/Agency prior contract (institution Exhibit), calculate the total dollar savings by institution using management fee as compared to per transaction fee.

Note: UT Austin will follow Corporate Travel Planners specific instructions for submitting payment by Automated Clearing House (ACH) , by wire transfer, and by check.

13. Quarterly and Annual Business Review

Quarterly reviews by phone or face-to-face as mutually agreed will take place no later than 30 days following the close of each quarter (quarter as defined by UT Austin fiscal year). Applied Research Labs should be included in the Main Campus reports as separate line items. At least one week prior to QBR meeting date, Agency will provide the following reports for UT Austin:

- Travel Management Summary using annual report format with the following additions:
 - Quick/Executive Summary including explanation of lost savings opportunities
 - Validating Carrier Report
 - Top Traveler Report
 - Exception Report including reason, exception reason detail, missed savings and traveler name

- Waivers and favors including description, passenger name, value and category (hard or soft dollar)
- UT Austin airline contract savings reports (American, United, Southwest, JetBlue) – number of tickets issued using discount, number of tickets issued as percentage of total tickets issued; itemized list with passenger name, destination, ticket cost, total savings
- State contract airfare savings report – number of tickets issued using state contract airfare, number of tickets issued as percentage of total tickets issued; itemized list with dollar savings of state contract airfare in relation to the lowest published fully refundable airfare including – passenger name, destination, airline, ticket cost, total savings

14. VIP Traveler Requirements

UT Austin VIP travelers are defined as:

- President
- Executive Vice President and Provost
- UT Austin Executive Officers
- Deans

Information on leadership is updated on a regular basis and can be found at

<http://www.utexas.edu/about-ut/administration> and <http://www.utexas.edu/provost/units/deans/>

15. IBank/Data On Demand

Agency will provide training for and access to an online data retrieval tool allowing desktop access to travel itineraries, e-ticket receipts, general travel data and reporting functions. Access will be limited to UT Austin Travel Management Services and The Office of Accounting Travel Services staff and/or individuals approved by the UT Austin Primary Travel Program Administrator. Agency will ensure that data is available within 48 hours of the initial transaction processing date/time.

16. Promotional Materials/Apps

Agency will not send promotional materials in print or via email to UT Austin travelers/travel arrangers without advance approval from UT Austin's Primary Travel Program Administrator.

Agency will work with UT Austin Travel Management Services office to develop a timely and continually updated list of travel apps of interest and benefit to business travelers.

Travel warnings, alerts, industry news and other communication should be sent directly to UT Austin's Primary Travel Program Administrator for review and subsequent distribution.

17. Institution Travel Program Administrator Contact

Primary Contact:

Lee Loden

Director, Travel Management Services

Office Phone: 512-471-7763

Email: lee.loden@austin.utexas.edu

Home Phone: 512-331-6908

Cell Phone: 512-709-5206

Agency staff should call Travel Management Services, TMS, prior to the Primary Contact with questions regarding travel policy, exceptions, RTA not in final approved status or when a traveler/arranger cannot be reached regarding a pending ticket.

Travel Management Services Office

Office Phone: 512-471-6641

Email: tms@austin.utexas.edu

18. Ticket Delivery

UT department can give the Agency their departmental overnight delivery account number for business related paper document delivery.

19. Office Hours

Main Campus & ARL

UT Austin requires that the agency be open Monday through Friday from 8:00 a.m.-5:00 p.m.

Agency agrees to remain open on holidays not recognized by UT Austin.

UT holiday schedule can be found: <http://www.utexas.edu/hr/current/leave/holidays.html>.

20. Out of Scope Transaction Fee Schedule

Intercollegiate Athletics

Management Fee Schedule: Agency will provide two (2) on-site agents to serve the requirements of The University of Texas at Austin, Intercollegiate Athletics Department. Fee is inclusive of all services agreed upon in the University Agreement and this exhibit.

UT Intercollegiate Athletics agrees to pay Agency a monthly management fee of \$13,787.50 (\$165,450 annually). This management fee will not be paid by credit card. This management fee will increase 3% per year.

Quarterly and Annual Business Review:

Agency will provide a quarterly and annual business review for Intercollegiate Athletics Primary Contract as noted in Section 14 and 15 of this agreement.

On-site location:

- Intercollegiate Athletics agrees to provide at no cost to Agency the following: Office space, phone equipment, data lines, desks, chairs, copier, fax.
- Agency agrees to provide computers and office supplies.

Office Hours:

Intercollegiate Athletics requires that the agency be open Monday through Friday from 8:00 a.m.-5:00 p.m. Agency agrees to remain open on holidays not recognized by UTAustin.

Campus Parking:

- Agency is responsible for the purchase of campus vendor parking permit.
- Intercollegiate Athletics agrees to coordinate Agency permit request process.

PNR Requirements:

Coordinate required itinerary remarks and operational issues:

Intercollegiate Athletics Primary Contact

Mr. Kevin Maguire

Director Intercollegiate Athletics

512-471-8915

kevin.maguire@athletics.austin.edu

5/THE UNIVERSITY OF TEXAS

5/MENS ATHLETICS OR WOMENS ATHLETICS

5/CONTACT- WHOEVER BOOKED THE RESERVATION

5/DEPT-585

5/BASKETBALL

Name Field info: ex; TEA2910000075

TEA – Team Travel

- Teams & support staff traveling to a city where a team is competing

GEN – General Travel

- Coaches, Staff attending conferences/meetings as related to UT business
- Coaches traveling to speaking engagements

REC – Recruit Travel

- Coaches traveling to locations to meet with prospective recruits or to prospect for recruits at events

GST - Non UT Employees traveling

- Inbound Speakers
- Athletes and their parents traveling for Doctor visits/surgery

Agency agrees to provide monthly transaction report to UT Athletics of all centrally billed transactions.

Group/Personal/Spousal Transaction Fees:

Addendum attached.

Applied Research Labs

Agency agrees to provide UT Applied Research Labs, ARL:

- 2 PC SABRE connections at no cost with access to domestic and international Pseudo City
- Quality control, reservation fulfillment of ARL transactions
- Account manager to work directly with ARL for problem resolution, provide departmental reporting and travel industry updates

- Coordinate with ARL Travel Manager all changes to products currently being used by Anthony Travel (such as: Virtually There etc.)
- Access to Concur online reservation tool for domestic itineraries

21. Amendments

This Local Scope of Work may be extended based on mutual consent of the parties. No modification or amendment to this Local Scope of Work shall become valid unless in writing and signed by both parties.

22. Authority

Each party hereunder represents and warrants that it has full corporate power and authority to execute this Local Scope of Work, and that terms of this Local Scope of Work do not conflict with any other agreement by which such party is bound.

23. Notices

All notices, correspondence or reports made regarding this Local Scope of Work will be in writing and will be delivered as set forth below. Notices must be sent via traceable carrier and will have been deemed received when the receiving party has signed for the document. No legal notice is acceptable by facsimile or email.

Notwithstanding any other requirements for notices given by a party under the Local Scope of Work, if the Agency intends to deliver written notices pursuant to Section 2251.054, Texas Government Code, then the Agency shall send that notice to the University as follows:

To University: The University of Texas at Austin
Ms. Linda Shaunessy
Office of the Vice President and Chief Financial Officer
Inner Campus Drive, Main 102
Austin, Texas 78712-1111

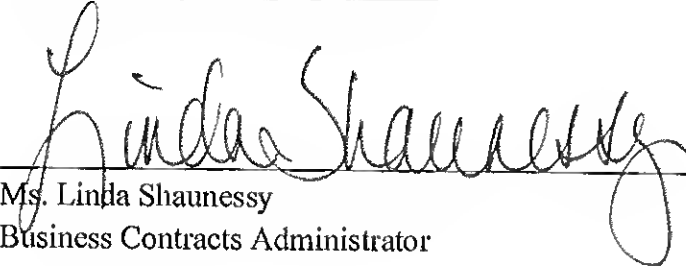
With CC to:

The University of Texas at Austin
Travel Management Services
Lee Loden

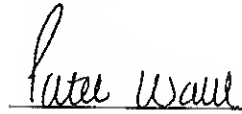
304 E. 24th St. #104
Austin, TX 78712

IN WITNESS WHEREOF, the parties have caused this Local Scope of Work to be executed and incorporated into the Agreement Document by their duly authorized representatives as of the date written below,

The University of Texas at Austin:

 5/13/2013
Ms. Linda Shaunessy Date:
Business Contracts Administrator

The Agency: Anthony Travel, Inc.

 5/10/13
Mr. Patrick Walsh Date:
Senior Vice-President, Collegiate Travel

Out-of-Scope Services

Fees for Anthony Travel's group travel services and personal travel services are listed below.

GROUP TRAVEL SERVICES & FEES	
<i>A group is defined as ten (10) or more tickets issued for the same origin and destination for the same travel dates. Prices quoted are per ticket issued and/or per vehicle reserved.</i>	
SERVICE	SERVICE FEE
Domestic Air Reservation/New Booking	\$25.00
Domestic Air Exchange	\$25.00
Domestic Air Cancellation/Refund	\$17.00
International Air Reservation/New Booking	\$35.00
International Air Exchange	\$35.00
International Air Refund	\$20.00
Domestic Rail Reservation	\$25.00
International Rail Reservation	\$35.00
Car-Only Reservation (Not combined with an air reservation and/or other service)	\$10.00
Hotel Reservations/Meeting Planning	Negotiated based on services required.
After-Hours Service (Outside of normal business hours as outlined in Section 13)	\$20.00

PERSONAL TRAVEL SERVICES & FEES	
<i>Personal travel is defined as services rendered that are not associated with University Business Travel. Prices quoted are for individual travelers; please see group travel quotes above, if applicable.</i>	
SERVICE	SERVICE FEE
Domestic Air Reservation/New Booking	\$25.00
Domestic Air Exchange	\$25.00
Domestic Air Cancellation/Refund	\$17.00
International Air Reservation/New Booking	\$35.00
International Air Exchange	\$35.00
International Air Refund	\$20.00
Domestic Rail Reservation	\$25.00
International Rail Reservation	\$35.00
Car-Only Reservation (Not combined with an air reservation and/or other service)	\$10.00
Hotel-Only Reservation (Not combined with an air reservation and/or other service)	\$10.00
Meeting Planning	Negotiated based on services required.
After-Hours Service (Outside of normal business hours as outlined in Section 13)	\$20.00